



PARTICIPATING ADDENDUM

STATE OF ARKANSAS

STATE CONTRACT SP-04-0430

MULTI STATE LABORATORY SUPPLIES AND HOMELAND EQUIPMENT LABORATORY PRODUCTS (HELP) CONTRACT

1. **Scope:** Unless otherwise defined, all terms and conditions as defined in the original Request for Proposal and State of Arkansas Multi-State Laboratory Supply and Homeland Equipment Laboratory Products “**HELP**” contract are applicable to this agreement except where modifications are noted as an exception or where addendums to this Participating Addendum are executed, dated and attached. This Participating Addendum will become a part of the contract between the Participating States and the Contractors during the term of this contract.
2. **Purchase Orders:** All purchase orders issued by purchasing entities by each Participating State within the jurisdiction of this Participating Addendum shall include a reference to denote State Contract Number **SP-04-0430** for order tracking purposes. All purchasing entities issuing valid purchase orders will be bound by the terms and conditions of the Request for Proposal, the State Contract Number and this Participating Addendum. In cases where a Participating State modifies the terms and conditions of the original Request for Proposal and State Contract, by execution of this Participating Addendum, the modifications in this document will supercede **only** for those conditions outlined in this document and **only** for that particular State. All purchasing entities issuing valid purchase orders will be obligated to pay Contractor for supplies and equipment when all contractual conditions of the contract and completion of the purchase order has occurred and payment has been approved by the purchasing entity.
3. **Primary Contact:** The primary government contact individual for this Participating Addendum is as follows:

Government Individual's Name

Title:

Address:

City, State, Zip:

Telephone: _____ - _____ - _____

E-Mail: _____

Administrative Fee: (if applicable) _____%. (This fee may be negotiable between the States and the Contractor(s) or may be to be determined by each Participating State's Procurement Director or by Participating State Statutes.)

6. **Mandatory/Permissive Use Contract:** Each Participating State's Procurement Director will determine if this contract will be a mandatory or a permissive use contract for State facilities. (Other government facilities are not under the direct jurisdiction of each Participating State's Procurement Director.) Please indicate below which type of contract the State Procurement Director of your State has determined this contract will be for state facilities:

_____ Permissive _____ Mandatory

7. **Subcontractors:** The following subcontractor(s) are authorized to perform services:

8. **Attachments:** Each Participating State should retain the original of the executed Participating Addendum and any attachments that may become a part of this contract. The State must submit a copy of the signed document and any and all attachments within five (5) working days after signing to the following:

Arkansas Office of State Procurement
ATTN: Rebecca O'Neal
P.O. Box 2940
Little Rock, AR 72203
E-Mail: rebecca.oneal@dfa.state.ar.us

IN WITNESS WHEREOF, the parties have executed this Addendum as of the date of execution by both parties below:

State of _____	Contractor: _____
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

The following website contains a copy of the Request for Proposal, contract terms, contract pricing, contract award and additional information concerning how to effectively use the contract. As revisions occur during the term of the contract this information as well as a link to the Contractor's websites with product literature and on-line catalogs will also be placed on the Arkansas Office of State Procurement's webpage. The website address is:

www.state.ar.us/dfa/purchasing/index.html